



CALIFORNIA STATE CONTROLLER’S OFFICE
OPEN EXAMINATION FOR
SENIOR SPECIAL INVESTIGATOR
Monthly Salary Range
\$4350-\$5249

NOTE: The salaries used in the bulletin are the latest available from the State Controller's Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.

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FINAL FILING DATE

MAY 12, 2006 is the final filing date. Application (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered, or received via inter-office mail after the final filing date will not be accepted.

WHO MAY APPLY

This is an open examination. Applications will not be accepted on a promotional basis.

HOW TO APPLY

Submit Examination Application (STD. Form 678)

By mail to:
State Controller's Office
HR-Examinations Unit
P.O. Box 942850
Sacramento, CA 94250-5877
Attn: David Spring

OR

In person to:
State Controller's Office
HR-Examinations Unit
300 Capitol Mall, 6th Floor Suite 616
Sacramento, CA 95814
Attn: David Spring

All applications must include “to” and “from” employment dates (month/day/year), time base, and official classification titles. Applications received without this information will be rejected.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box of the Examination Application. You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

FELONY DISQUALIFICATION: You are disqualified from being employed as a peace officer under Government Code Section 1029 if (1) you have been convicted of a felony in this State or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in this State; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been found not guilty by reason of insanity of any felony; (5) you have been determined to be a mentally disorder sex offender, or (6) you have been adjudged addicted or in danger of becoming addicted to narcotics; or convicted, and committed to a state institution.

Use of hard drugs (heroin, cocaine, or hallucinogens), at any time as an adult constitutes disqualification from peace officer examinations.

Application for Examination Information: In completing Item 9.B. of the application for examination, you may answer “NO” to question “Have you ever been convicted by any court of a felony?” if: (1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 851.8, 1000.5, 1203.45; or (2) The record of such an incident has been expunged or is expungable pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or (3) The conviction was under Health and Safety Code Section 11557 or its successor 11366 when that conviction was stipulated or designated to be a lesser included offenses of the offense of possession of marijuana.

However, you must list the conviction if you have received a release (per Section 1203.4; or 1203.4a of the Penal Code or Welfare and Institutions Code 1179 or 1172) or a pardon (per Section 4852.16 of the Penal Code).

Background Investigation Information: If you are successful in this examination, you may be required to complete a background investigation form on which you must disclose (with the exception of the three items listed above) information on arrest regardless of conviction, felony and non-felony convictions, and driving violations. The hiring agency uses the information obtained in this document to conduct a background investigation to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on Standard Application of Examination, Form 678 (Rev. 8/97) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing Item 9.B. on the Standard Application for Examination.

The following patterns may be combined proportionately, when applicable, to meet the overall experience requirement.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Either I

One year of experience performing the duties of a Special Investigator I, Range B, in the California state service.

Or II

Experience: Two years of experience in investigation work, at least one year involving complete responsibility for difficult and unusual cases.

And

Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Special Personal Characteristics: Willingness to work odd and irregular hours in various locations throughout the State; emotional stability; tact; keenness of observation; good memory for names, faces and incidents; ability to qualify for fiduciary bond. P.O.S.T. Certification.

Positions exist in Sacramento.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SENIOR SPECIAL INVESTIGATOR VI90-8550

FINAL FILE DATE: MAY 12, 2006

THE POSITION

A Senior Special Investigator acts as the leader of a small staff of Special Investigators I; instructs, advises, and works with the staff in performing investigations of suspected violations of laws, rules or regulations; interprets and explains the provisions of laws, rules and regulations; locates and interviews persons, takes statements and depositions and evaluates evidence; examines records, collects data and reports facts; investigates complaints and makes character investigations; serves legal papers, files complaints, prepares cases and appears as a witness in court or at administrative hearings; evaluates the performance of members of the staff and recommends appropriate action; reviews and evaluates reports; makes or participates in the more difficult criminal or confidential field investigations; works closely with and secures the cooperation of Federal, State and local law enforcement agencies; may develop program investigation policies and procedures; prepares reports, and dictates correspondence.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL INTERVIEW – Weighted 100.00%

SCOPE OF CLASSIFICATION:

- A. Knowledge of:
 - 1. Investigation techniques and procedures.
 - 2. Rules of evidence and court procedures.
 - 3. Techniques of identifying, preserving, and presenting evidence.
 - 4. Sources of information in locating persons.
 - 5. Laws of arrest, search and seizure, service of legal process and the legal rights of citizens.
 - 6. Interviewing techniques.
 - 7. Duties of Federal, State, and local law enforcement agencies.
 - 8. Provisions of the laws, rules or regulations enforced or administered.
 - 9. Principles and techniques of personnel management and supervision.
- B. Skill in:
 - 1. Performing investigative work.
 - 2. Planning, organizing, and directing investigations.
- C. Ability to:
 - 1. Interpret and apply to specific cases provisions of the laws, rules or regulations enforced or administered.
 - 2. Review and evaluate the work of others and give guidance and counsel in work methods and procedures.
 - 3. Communicate effectively.
 - 4. Dictate correspondence and prepare reports.
 - 5. Establish and maintain cooperative relations with Federal, State and local law enforcement agencies.
 - 6. Analyze situations accurately, think and act quickly in emergencies, and adopt an effective course of action.

ELIGIBLE LIST INFORMATION

An open list will be established for the State Controller's Office. Eligibility expires after 24 months unless the needs of the service and conditions of the list warrant a change in this period. Candidates are restricted from recompetition for a 24-month period.

VETERANS AND CAREER POINTS

Veterans' preference credits are not granted in non-entry level classification.

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Controller's Office Examination Unit, (916) 324-0811 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the State Controller's Office Examination Unit, (916) 324-0811, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the State Controller's Office.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivision promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

Career Credits: Career Credits may be granted to eligible State employees in some open examinations. If Career Credits will be granted, the Examination Announcement will state that the examination is "Non-promotional." Three points are added to the final score only after the candidate has successfully passed all parts of the examination.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and regency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open non-promotional examinations is granted as follows: five (5) points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference points are on the veteran preference application (Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P. O. Box 942895, Sacramento, CA 94295-001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.